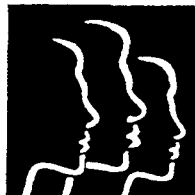


COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide SMALL FAMILY HOME STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

SMALL FAMILY HOME STAFF RECORDS

This tool is designed to assist small family homes facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____

Review Date								Expires/ Update Due
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Application LIC 501								
Health Screening LIC 503								
TB Test Results LIC 503								
Criminal Record Statement LIC 508								
First Aid Card								
Fingerprint Clearance								
Child Abuse Index LIC 198								
Driver's License or DMV Printout								
Documentation of Training								
Statement Acknowledging Req. to Report Child Abuse * LIC 9108								

* This is not required by licensing regulations, however, facilities licensed to care for children are required to have a signed statement of this form on file for all staff.

Application:

Due Date: Prior to employment.
Updates Due: None.

Health Screening and TB Test:

Due Date: Prior to certification or within 7 days of employment.
Updates Due: When there is a change in the staff's health that affects his/her ability to perform his/her duties.

Criminal Record Statement:

Due Date: Prior to certification or employment.
Updates Due: Upon any conviction after certification or employment.

First Aid Card:

Due Date: Prior to certification or employment.
Updates Due: Expiration date on card.

Fingerprint Clearance:

Due Date: Prior to certification or within 4 days of employment.
Updates Due: None.

Child Abuse Index:

Due Date: Prior to certification or within 4 days of employment.
Updates Due: None.

Driver's License or DMV Printout:

Due Date: Prior to transporting children.
Updates Due: When license expires.

Documentation of Training:

Due Date: Upon completion of training.
Updates Due: Whenever new training is received.

Statement Acknowledging Requirement to Report Child Abuse:

Due Date: Prior to employment.
Updates Due: None.